

Screen 20 Examples/Scenarios for Reporting Special Education Teachers

- **Minutes per Week:** Mrs. Jones spends a 50 minute period in a resource room, three days a week, during which time she works with five students.
 - Minutes per week would be 50 minutes/day X 3 days = 150.
- **Scenario 1:** Mr. Smith is a special education teacher with Cross-Categorical certification in an elementary school with 1935 minutes a week. He provides instruction in a resource room 500 minutes a week to 20 students in various grade levels. He also co-teaches with a general education teacher in a 4th grade classroom for 250 minutes per week. He also serves one 2nd grade homebound student for 500 minutes a week, and spends 150 minutes per week traveling to and from the student's home. He also works with other general education teachers to assist them in modifying instruction to meet the needs of special education students for 100 minutes per week. Mr. Smith also case-manages 15 IEPs, and he spends, on average, 185 minutes per week in case management activities.

Course Number	Course Name	Grade Level	Program Code	Delivery System	Minutes/week	Enrollment
195000	Direct Service/Instr. Spec Ed	16	06	IG	500	20
195000	Direct Service/Instr. Spec Ed	04	06	CO	250	10
195000	Direct Service/Instr. Spec Ed	02	06	IG	500	1
193000	Consult with Regular Ed		06		100	
198600	Case Management		06		185	15
990088	Travel Time				150	
990000	Planning Time				250	
991900	Contact Number					26

- **Scenario 2** – Ms. Smith is a speech/language pathologist and serves three elementary buildings in her district. Each building reports 1800 minutes per week of operation. Ms. Smith provides direct services to a total of 49 children in kindergarten through fourth grade for a total of 1275 minutes per week. In addition to these direct services, she has testing responsibility in the area of speech/language and participates in IEP team meetings for the children she serves and evaluates.

Course Number	Course Name	Grade Level	Program Code	Delivery System	Minutes/week	Enrollment
195500	Direct Service/Instr. SLP	16	06	IG	1275	49
193100	Testing		06		100	
198600	Case Management		06		100	32
990000	Planning Time				250	
990088	Travel Time				75	

- Scenario 3 – ECSE** Ms. Jones has certification in the area of Early Childhood Special Education for levels P-K. She is employed full time in a school district which has 1900 minutes per week. She provides instruction for 720 minutes per week in a self-contained ECSE classroom which meets 4 days a week for 3 hours per day. There are a total of 10 students in this class – 9 of the students are ages 3, 4, and 5 (not kindergarten eligible) and one student is age 5 (kindergarten eligible). The 720 minutes per week is therefore prorated on lines 1 and 2 in the example below based upon the number of preschool students (line 1) and kindergarten aged students (line 2). Ms. Jones also provides 630 minutes per week of individual and/or small group instruction to 11 students. Instruction for 7 of these students is school based and instruction for the other 4 students is provided in other locations, which requires an average of 120 minutes per week of travel time. She has 250 minutes per week of planning time and spends 180 minutes per week administering educational evaluations and assisting in the eligibility determinations.

Course Number	Course Name	Grade Level	Program Code	Delivery System	Minutes/week	Enrollment
195400	Direct Service/Instr. ECSE	PK	17	SC	648	9
195400	Direct Service/Instr. ECSE	K	06	SC	72	1
195400	Direct Service/Instr. ECSE	PK	17	IG	630	11
193100	Testing		17		180	
990088	Travel Time		17		120	
990000	Planning Time				250	